

Procedures for requesting reference copies of WLBT Umatic Videotape Collection

- Due to the instability of the tape format and the fragile condition of the WLBT Umatic Videotape Collection, some of which might survive only a single reformatting attempt, the Department will not accommodate requests for access to the content until reformatting and processing have been completed.
- Patron will need to make arrangements with MDAH approved vendor (Specs Brothers) to set up conservation/preservation/digitization services. Tapes will be transferred in their entirety. All costs associated with these services including shipping to and from vendor via FedEx will be the responsibility of the patron. Patron will also be responsible for purchasing a hard drive or flash drive for the completed master files.
- Once arrangements have been made with vendor, patron will contact MDAH to make arrangements for shipping the tapes to the vendor.
- A staff oversight fee of \$40.00 per hour will be charged to locate the requested material and prep and ship the material to the vendor.
- Vendor will supply master files to MDAH for QC and editing and will return original materials to MDAH.
- Once the master files have passed MDAH QC, reference files (low res footage with time code and MDAH watermark) will be created.
- Patron will then sign MDAH reference request paperwork.
- Upon receipt of signed paperwork and payment, MDAH will email a link with the requested reference footage to patron for research purposes.

I have read the above information and understand the patron responsibilities in requesting reformatting services for the WLBT Umatic Videotape Collection.

Patron Signature

Date